

Please read the contents of this payroll bulletin carefully.

SELF SERVICE VIEWS ON THE PORTAL

We are in the process of rolling out self-service to State employees. Please remember to set up any new employees with the self service access and share the user document with them. All new employees with the state will not receive a printed direct deposit advice.

SENIORITY QUERY

A query has been created that will show your employees along with their anniversary month, years of service, and service date. The query name is NDS_SENIORITY_DATE_QRY.

SAVE BUTTON

It is important that when you are entering a personal data or job data change to only hit the save button once. By hitting the save button again while the system is already trying to save your change, the app messaging process will stop between Payroll and A/P. If you leave your screen and you have not saved the information the system will ask you if you would like to save.

HRMS USER REQUEST FORM

If your agency needs to add, change, or delete an HRMS PeopleSoft User, please complete the form available on OMB's website and send it to the OMB Central Payroll Office. Any user requests received without this form will not be processed. If your agency has rolled out self service, your IT Coordinator does have access to request adding or removing a user for self service only. Any other changes should be routed through OMB.

REASON CODE REQUIRED

When completing any actions on Job Data, a reason code is now required. If you enter any actions without a reason code the information will not be saved.

NEW REASON CODES

There have been three new reason codes added. One is under the action of Data Change, Correction-Work Phone. This reason should be used if the work phone information under the employment information link needs to be corrected. The other new reason codes are under the action of Completion of Probation. The new reasons are Probation Completed with Salary Increase and Probation Completed without Salary Increase.

JOB DATA EFFECTIVE DATE

If a change in job data is made and the date used is today's date, a warning message will appear to verify that the date being used is correct. If it is correct then answer yes and the information will save. If the date is not correct then go back and correct the date and save.

CHANGING AN EMPLOYEES PAY GROUP

If an employee needs to be moved to a different pay group, please use the action of Data Change with the reason of Correction-Pay Group. Do not use the action of Change of Pay System.

CORRECTING THE WORK PHONE INFORMATION

The action that needs to be followed to change the work phone information on the employment data link of job data is:

- Add an effective dated row in job data with the action of Data Change and the reason of Correction-Work Phone
- Click the yellow 'Override Position Data' button.
- Click on the Employment Data link
- Correct the Work Phone Information
- Go back to Job Data link and again click on the yellow 'Use Position Data' button
- Click on Save

VERIFYING FICA STATUS

When an employee is rehired by your agency or transfers to your agency from another state agency or from a state university please verify that the Fica status box is correct. This box is located on the Payroll tab in Job Data. If the employee is a regular state employee then the Fica status should be 'subject'.

EMPLOYEES CLAIMING TAX EXEMPT

If an employee is claiming exempt for federal or state taxes; be sure that you check the Maintain gross; FWT will be zero unless specified in 'Additional Withholding' below not the Do Not Maintain Taxable Gross and Do Not Withhold Tax. If the Do Not Maintain Gross is checked the wages will not reported on the employees W-2.

FINALLY

The information will be available on the portal news for 2 weeks. All of the ConnectND HR_Payroll Bulletins will be available on OMB's website in the near future. Watch for periodic 'ConnectND HR_Payroll Bulletins' as we find it necessary to change procedures and fix problems going forward.